

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
DOWNTOWN MENTAL HEALTH CENTER—CalWORKs Program
TRANSFER OPPORTUNITY



INTERMEDIATE TYPIST CLERK

THIS IS NOT AN OFFICIAL EXAMINATION

RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH

Downtown Mental Health Center-CalWORKs is seeking a highly qualified Bilingual (English-Spanish) speaking individual to fill the position of Intermediate Typist Clerk. Downtown MHC-CalWORKs provides mental health, case management and supportive employment services to heads of household enrolled in CalWORKs; the overall goal is to help consumers reduce barriers to employment and assist them in re-entering the work environment. Candidates who possess excellent administrative, organizational, verbal and written communication skills and an ability to function in a fast-paced environment are encouraged to apply.

EXAMPLE OF DUTIES:

- Provide accurate information to mental health consumers and community about our program and direct inquiries to appropriate team member
- Register clients for appointments and schedule CalWORKs assessments for CW staff
- Input data into IBHIS, such as Posting, running reports, conducting client searches and updating client information
- Maintain and update program logs and rosters
- Organize, photo copy, scan, fax and distribute documents, as necessary
- Other duties as assigned by CalWORKs supervisor

DESIRABLE QUALIFICATIONS:

- Bilingual Spanish-speaking preferred
- Ability to prioritize and organize assignments to meet deadlines
- Strong verbal and written communication skills
- Adaptable to changing priorities and flexible to meet program needs
- Highly-skilled in working with computer programs: IBHIS, Word, Excel, Outlook and Power Point
- Ability to represent our Department professionally and communicate effectively with community members and personnel within our Department, other County Departments, Contract Providers and the Public
- Knowledge of eCAPS

Interested individuals who are currently holding the payroll title of Intermediate Typist Clerk are encouraged to e-mail their resume, last two (2) Performance Evaluations, and last two (2) years of Time History **by October 9, 2015.**

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